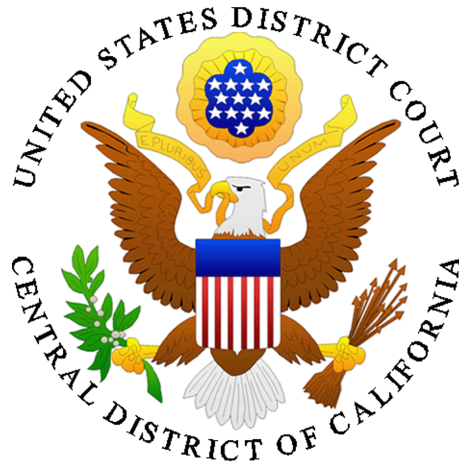


**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**



**CJA DUTY SCHEDULE
INTERNET NOTIFICATION INSTRUCTIONS**

Randall W. Schnack
CJA Supervising Attorney
September 2001

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I. URL

The URL (Internet address) for the CJA Duty Schedule web page is:
<http://www.cacd.uscourts.gov/cacd/cja.nsf>

II. USER NAME

The User Name must be entered in lower cases and must be obtain from the CJA Office.

III. PASSWORD

The Password must be entered in lower cases and must be obtained from the CJA Office

IV. DETERMINING AVAILABILITY

The attorneys occupying each duty group determine among themselves their order of availability for the assigned duty day and notify the Clerk's Office via the Internet no less than 2 business days before their duty day. (E.g., Notification for a Friday duty day must be received from each duty group before midnight Tuesday. Notification for a Monday duty day must be received from each duty group before midnight Wednesday.)

V. NOTIFYING THE CLERK'S OFFICE

Once the order of availability has been determined, the Clerk's Office must be notified. Only one group member need notify the Clerk's Office. The group member must connect to the Internet. Once connected, enter the *URL* to access the Court's CJA Duty Schedule web page. You will be prompted to enter both the *User Name* and *Password*.

A. Calendar View Screen. After entering the User Name and Password, you will see the Calendar View page of the CJA Duty Schedule. (See Exhibit "A.") This page will allow you to view two weeks at a time, the current and following week. Select the Duty Group by clicking once on the highlighted *Groups* listed on the specific duty date.

B. Western Division CJA Panel Duty Day Screen. By clicking on the highlighted Groups you will be taken to the Western Division CJA Panel Duty Day screen. (See Exhibit "B.") On this screen the assigned attorneys and their phone numbers will appear under the appropriate duty group. To modify the Call Order of the duty attorneys to accurately reflect the agreed order of availability, click on the Edit button at the top left side of the web page.

- C. Western Division CJA Panel Duty Day Second Screen. Clicking on the Edit button will bring you to a second Western Division CJA Panel Duty Day Screen. (See Exhibit “C.”) At this screen under each group member simply click in the corresponding radial button the attorney’s order of availability. When completed click on the Submit button at the bottom left side of the web page. After clicking the Submit button, you will be taken to a web page that thanks you for your input. (See Exhibit “D.”). You have now completed notifying the Clerk’s Office.

VI. VIEWING A MONTH AT A TIME

To view an entire month on one web page, begin at the Calendar View screen (step V.(A.)) and click on the calendar icon in the center of the web page. (The calendar icon has the number 16 on it.) This will take you to a page with the entire calendar year. (See Exhibit “E.”) Clicking on the highlighted month will bring up the highlighted month with the assigned duty groups for each business day. (See Exhibit “F.”)

VII. EARLY NOTIFICATION TO THE CLERK’S OFFICE

Notification to the Clerk’s Office of the order of availability can be made at anytime prior to the 2 business day requirement. Follow the procedures listed above under VI. From the entire calendar month view web page step VI. (Exhibit “F.”), click on the highlighted Groups for the specific date. This will take you to Western Division CJA Panel Duty Day screen (Exhibit “B.”). Follow the instructions from V.(B.).

VIII. CHANGING PREVIOUSLY SUBMITTED ORDER OF AVAILABILITY

The order of availability may be changed as often as necessary by following the instructions under V.

EXHIBITS


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Calendar View

- Calendar View
- Magistrate Group
- District Group
- PIA Group
- Group List
- Create Duty Day
- Create Group List

January 2002 16 **February 2002**

28 Monday Groups 04, 10, 16	Monday 4 Groups 05, 11, 17
29 Tuesday Groups 09, 18,	Tuesday 5 Groups 18, 14,
30 Wednesday Groups 08, 17,	Wednesday 6 Groups 04, 13,
31 Thursday Groups 07, 16,	Thursday 7 Groups 03, 12,
1 Friday Groups 06, 15,	Friday 8 Groups 02, 11,
2 Saturday	Saturday 9
3 Sunday	Sunday 10

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Duty Schedule

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- Create Group List

Edit Delete

**Western Division CJA Panel
Duty Day**

Date (mm/dd/yy)	Magistrate Group	District Group	PIA Group
01/28/2002	04	10	16
Name: Phone: Call Order:	Barrera, Yolanda 626-574-7800 2	Robertson, John 213-482-8893 1	Pereyra-Suarez, Charles 213-623-5923 1
Name: Phone: Call Order:	Leyva, Elsa 213-488-4977 1	Furstman, Scott 310-937-7600 2	Bakman, Larry 310-772-2233 2
Name: Phone: Call Order:	Chahin, Sonia 213-489-4493 3	Stanford, Elliot 310-473-4017 3	Levine, Joel 818-995-6052 3
Name: Phone: Call Order:			

Last updated: 12/17/2001 04:53 PM

Submit

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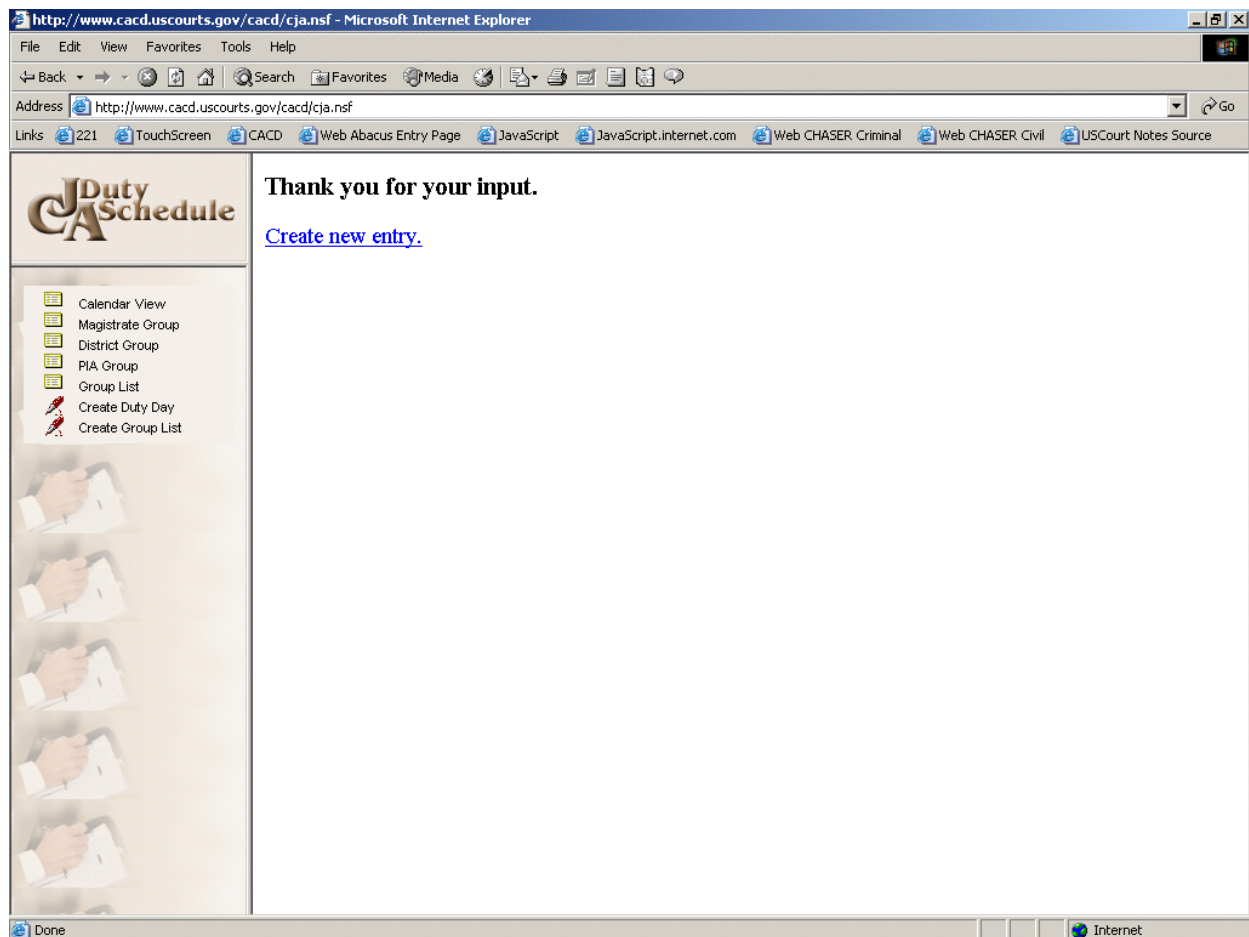
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Western Division CJA Panel Duty Day

Date (mm/dd/yy)	Magistrate Group	District Group	PIA Group
01/28/2002	04	10	16
Name: <input type="text"/>	<input type="text" value="Barrera, Yolanda"/>	<input type="text" value="Robertson, John"/>	<input type="text" value="Pereyra-Suarez, Charles"/>
Call Order:	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Name: <input type="text"/>	<input type="text" value="Leyva, Elsa"/>	<input type="text" value="Furstman, Scott"/>	<input type="text" value="Bakman, Larry"/>
Call Order:	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Name: <input type="text"/>	<input type="text" value="Chahin, Sonia"/>	<input type="text" value="Stanford, Elliot"/>	<input type="text" value="Levine, Joel"/>
Call Order:	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4
Name: <input type="text"/>	<input type="text" value="-Select a name-"/>	<input type="text" value="-Select a name-"/>	<input type="text" value="-Select a name-"/>
Call Order:	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

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Calendar View

2002

Jan							Feb							Mar						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
			1	2	3	4						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

Apr							May							Jun						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
		1	2	3	4	5				1	2	3	4						1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Jul							Aug							Sep						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Oct							Nov							Dec						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Done Internet

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Calendar View

16

February 2002

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 Groups 04, 10, 16	29 Groups 09, 18,	30 Groups 08, 17,	31 Groups 07, 16,	1 Groups 06, 15,	2	3
4 Groups 05, 11, 17	5 Groups 18, 14,	6 Groups 04, 13,	7 Groups 03, 12,	8 Groups 02, 11,	9	10
11 Groups 06, 12, 18	12 Groups 01, 10,	13 Groups 20, 09,	14 Groups 19, 08,	15 Groups 18, 07,	16	17
18 Groups 08, 14, 20	19 Groups 07, 13, 19	20 Groups 17, 06,	21 Groups 16, 05,	22 Groups 15, 04,	23	24
25 Groups 08, 14, 20	26 Groups 14, 03,	27 Groups 13, 02,	28 Groups 12, 01,	1 Groups 11, 20,	2	3

Internet